Instructions for Wireless Printing or Printing from Home

First time users must register:

- Open web browser and go to https://prt.ocsinc.ca/ocswebprt . Click "create an account" option.
- Enter and confirm the email address you wish to use to register. Site Code = Greensboro
- Go to the email you used to register and retrieve validation code.
- Once you have the validation code, go back to https://prt.ocsinc.ca/ocswebprt and select the "Have your Validation Code..." option.
- Enter the email address you used to register, the validation code sent to your email, and a 4 digit PIN that you create.
- Follow instructions on "Successful Account Validation" page to return to Home page.

Registered user printing instructions:

- A print card is required and can be purchased at the front desk.
- Go to https://prt.ocsinc.ca/ocswebprt and enter the email address you registered with and the PIN you created.
- Follow the directions on the webpage to upload the item you wish to print.
- Click "Browse" and go to the location on your computer where the document your wish to print resides and select the document.
- Select BW, Single-sided, and click Upload
- You should now have a webpage saying "All your files have been uploaded…"
- **IMPORTANT**: write down the "unique number" provided on the webpage. You will need to enter it at the Print Release Station to print your job and there is no way to retrieve it if lost.
- Go to the Print Release Station and follow instructions to print your job.